



Community Building and Communications Workgroup

Meeting Notes

TO:
CBC Workgroup

FROM:
Jeff Padden

SUBJECT:
Community Building and
Communications Workgroup Meeting
Notes, September 11, 2008

DATE:
September 18, 2008

Items Relevant to Other Workgroups

*Groups: Housing Assistance and Models
Planning, Implementation, Measurement, and Information Technology*

Public Policy Research,
Development,
and Evaluation

Wait lists for housing are closed in Dearborn. Jerrie Lynn Gibbs said that should never be the case.

Attendees

Lynn Hedges, Chair
Judy Kell, Co-Chair
Judy Crockett
Jerrie Lynn Gibbs
Connie Hackney
Gary Heidel

Charlie Mahoney
Christine Sickles
Erin Skene-Pratt
Kathleen Swantek
Nicole Walters
Jeff Padden, PPA

Jeffrey D. Padden
President

Discussion Items

Introductions and Review of Agenda and Advance materials.

Lynn thanked all participants, those who volunteered willingly, and those who had their arms twisted. All members of this workgroup have the interest, skills, and resources to contribute.

Lynn reviewed the advance materials that were provided prior to the meeting: the draft agenda, meeting schedule, and draft Charter. The CTEH placemat and workgroup roster will be sent afterward. She reviewed the meeting schedule and mentioned that meetings will be monthly after the three listed on that document.

Members introduced themselves. Some notes of those introductions are included in the attached roster.

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Effective Workgroup Processes

Jeff explained that PPA's role is to help the workgroup build and maintain momentum. He will help develop advance materials, will produce summaries of the meetings, and will generally help facilitate the process.

He reviewed the meeting assessment tool that he sent to members just prior to the start of the meeting. This will be used to track the effectiveness of meetings over time and to support process improvements. He asked that each member complete the form following the meeting and e-mail or fax it to him.

Judy Kell remarked that she likes the assessment tool and asked permission to use it in the meetings of her Continuum of Care group. Jeff said that MSHDA owns the work that PPA produces for this project, so there is no problem with using it.

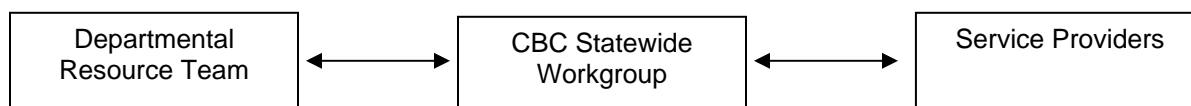
Overview of the Campaign to End Homelessness and the Role of the Statewide Workgroups

Lynn gave background on the Departmental Resource Team (DRT) and the Campaign to End Homelessness, explaining that this workgroup is part of the overall structure. It will be part of a process in which information will flow from the state level down and local level up. The workgroup's role is to advance the Campaign to End Homelessness (CTEH) in the areas of Community Building and Communications. It will not be a direct service provider, but instead will coordinate, communicate, identify gaps, and solve problems. The communication will be like an arrow with two ends linking the DRT and our workgroup. We will broaden networks to those who have not been previously involved where there can be good mutual benefit and will educate the legislature, veterans groups, United Ways, and other nonprofits about the CTEH.

Jeff promised to send out an electronic copy of a brochure (known as "the placemat") that explains the campaign.

Review and Discussion of Draft Charter

Jeff provided an overview of the draft Charter. Then, the workgroup discussed it section by section. Members agreed that the draft needs to be modified to reflect the need to communicate with the service providers. This would add a third box to Lynn's description:



Members agreed that the workgroup will need to avoid the jargon and acronyms of the Campaign to End Homelessness and speak so that even those not deeply involved can understand. They also asked that the Charter include a statement that the workgroup will leverage both the expertise of its members and the work being done in the field.

One member mentioned that there is lots of homelessness; even wait lists are closed in Dearborn, which is relevant to two other workgroups.

Most discussion focused on the three strategic issues. Some were unclear on the differences among them, and two members agreed to send drafts that would clarify them.

Jeff mentioned that the strategic issues were included in a paper that came out of the Governor's Policy Academy on Homeless Children and Families. He promised to send that paper to all members.

Members were eager to include causes of homelessness and prevention in the workgroup's communications, and Lynn agreed. She also offered to walk the new people through the background of what we know so far about causes of homelessness and effectiveness of prevention efforts.

Review of the Action Plan Template

This item was deferred to the next meeting.

Tasks Completed

None.

Tasks Assigned

Several assignments flowed from the discussion. Each is listed with the responsible person[s] and timeline.

- All: Complete the meeting evaluation form and email or fax to Jeff (Fax: 517-485-4488 or e-mail: paddenjd@publicpolicy.com) by September 18, 2008.
- All: Review the roster to identify gaps and suggest additional groups or individuals to fill the gaps by September 18, 2008.
- All: Review the current draft of the Charter. Mark up with Track Changes and send to Jeff by September 18, 2008.
- Judy Kell and Jerrie Lynn Gibbs: Send revisions of the three strategic issues to Jeff.
- Jeff: Send out the CTEH Placemat by September 12, 2008.
- Jeff: Send out the roster of all workgroups by September 12, 2008.
- Jeff: Send out the Policy Academy Strategies and Recommendations paper by September 12, 2008.
- Jeff: Revise the Charter and distribute it to the workgroup by September 23, 2008.
- All: Review the revised Charter. Prepare to finalize it on September 26, 2008.
- Lynn: Convene a background session on homelessness and the CTEH prior to September 26, 2008. Provide access to some of the ten-year plans.

Next Meeting

September 26, 2008, 9:00 a.m. to noon via conference call.

Session Evaluation and Closing

Jeff reiterated his request that members complete the session evaluation form and return them to him.